

Board of Selectmen
Minutes September 29, 2020

Convened at 6:00 pm

Present: Andrew Artimovich, Chair
 William Faria
 Ken Christiansen
 Robert Mantegari

Artimovich called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Kip Kaiser, Building Inspector, had the following building permits to be approved this week:

- Robert Lang, 2 Kadra Street, addition: Artimovich made a motion, 2nd by Christiansen to allow the addition per Kaiser's discretion. All were in favor. The permit was signed by the board.
- Three Ponds LLC, 11 James Circle, new dwelling: signed by Board
- Three Ponds LLC, 13 James Circle, new dwelling: signed by Board
- Three Ponds LLC, 6 James Circle, new dwelling: signed by Board
- Three Ponds LLC, 15 James Circle, new dwelling: signed by Board
- Laura Galvia, 38 Three Ponds Drive, generator: signed by Board
- Brian West, 429 Middle Road, new roof: signed by Board
- Kim Chapel, 18 Mohawk Lane, electrical permit for in ground pool: signed by Board
- Bob Rossman, 55 Peabody Drive, replace porch: signed by Board.

At 6:15pm the Department Head Meeting opened.

Town Clerk, Daphne Woss

- Well within 2020 budget
- We are at about \$900K in revenue from motor vehicle registrations, which is an increase from last year.
- Tremendous amount of online registrations during pandemic
- 14 dogs remain for civil forfeitures
- 678 absentee ballots have been requested to date for the general election
- About 454 were requested for the primary.

Tax Collector, Daphne Woss

Board of Selectmen
Minutes September 29, 2020

- 97% of the July billing has been collected
- There are a few outstanding issues with payment plans.

Artimovich said the budget committee has requested a 0-3% increase in the bottom line. He would like to see all line items level funded with the exception of salaries. We need to pay people to keep them.

Artimovich said it is great that revenue is up a little. Many towns have not been that fortunate this year.

Planning and Zoning, Andrea Bickum

- Budget is in good shape
- Applicant hearings were postponed through June
- They had 1 Zoom meeting and then began meeting again in person
- 3 Site Plans from 2019 continued into 2020 - ECS-recorded 2020; Densen "Country Fields"-recorded 9-28-2020; Greg Lambert-let CA expire.
- 8 New Site Plan Reviews
- One 3-lot residential subdivision – 166 Pickpocket Road.
- 4 Design Reviews
- 2 Preliminary Consultations (on Rte. 125)
- 2 Affidavits of Amendments – Rte. 125
- One CUP application for 41B Mill Road – Withdrawn
- One Scenic Road hearing to cut trees for 2 driveways (Prescott Rd-Allard)
- One Lot Line Adjustment (3 Ponds)
- 2 PB site walks (Wilson Way & 154 Crawley Falls)
- Expected PB Applications: One - 2-Lot Subdivision (42 Old Gordon Rd); 3 Ponds Phase II SPR; Greg Lambert for a new SPR), One Lot Line Adjustment (Schmalzer).
- ZBA: 6 new hearings (expecting #7 tomorrow) and 1 from 2019 continued into 2020 and then withdrawn (41B Mill Rd) 2020: Grandstaff SE mobile home replacement; 3 Ponds V.; D&H-BCK-Kenerson 8 V for 388 Rte. 125; Lagassa appeal to PB decision; Lagassa rehearing; Jeff Bryan V. wetland buffer for garage.
- Ongoing or recently completed PB Projects (as of 9-29-2020):
- Wilson Way project is complete. Road acceptance anticipated by end of 2020.
- 3 Ponds, LLC – in progress
- Jesse Elliot Subdivision - 2018 (CA extended)
- Densen – "Country Fields: 7 dwelling Cluster Development Crawley Falls – mylars recorded 9-28-2020.

Board of Selectmen
Minutes September 29, 2020

- Callahan 30 seat restaurant (new site plan) – CA extended 6 months.
- McKeen 154 Crawley Falls development – CA to be extended for 6 months at Oct. 1 PB mtg.
- 21 Boylston Street Parking area for construction vehicles 102 Rte. 125 – CA extended 6 months.

Cemetery, Joyce Keegal

- Within budget
- 9 burials this year, 8 were before June
- Sold 10 new lots
- Memorial Day was a virtual ceremony
- Still planning a Veteran's Day event
- 48% to goal for Wreaths Across America

Recreation, Andrew Gray

- Within budget
- Summer camp was successful, enrollment was reduced by 50% for COVID precautions. Families were happy with the precautions that were implemented.
- Senior trips on hold. Virtual yoga and concerts will begin next week.
- Fall sports and programming has begun
- Soccer enrollment has 97 players, down 34. Gray commended parents, coaches, and players for following all new protocols, which allows us to continue.
- Lacrosse is new this year and has 23 players enrolled
- Basketball has moved to the Rim to reduce costs. The decision to move was not well received but as the season went on, the transition was overall successful. Since Swasey and Talbot gyms are not open, we are looking at Austin 17 House for basketball.
- Commission is still reviewing winter protocols.
- Sip and Sign will be 11/6
- Pound Fit begins again 10/14
- Working on improvements to the Community Center
- The ice rink was moved and the new location is working well.
- They are looking at running an after school program.
- Mantegari suggested looking into Blink cameras. They run on Wi-Fi and can be used inside and outside.
- Christiansen said the 4th of July Parade was fantastic. He also congratulated Gray for his new appointment as Chair of the Joint Loss Safety Committee.
- Faria said he is pretty proud of what Gray has been able to accomplish over the last few months. Mantegari said it is fantastic that Gray has kept moving forward during the pandemic, and he has received a lot of positive feedback. Faria said Gray is setting an example for surrounding communities with his new protocols.

Board of Selectmen
Minutes September 29, 2020

Building/Code Enforcement, Kip Kaiser

- A dozen code enforcement complaints have been investigated
- 160 permits have been issued YTD
- Revenue is at \$62,468
- Revenue is on track to break even or exceed budget costs
- Made guards, shields, installed sanitizer stations, changes filters, and cleaned 3 coils
- Kaiser helped write RFP's and oversaw the PD renovation
- New application and inspection protocols were implemented
- Kaiser said Bickum helps him and with Sarah Parkhurst being on boarded, it takes some of the burden off of him. They are able to help with filing and sorting through all the applications and inspection reports.
- Kaiser thanked the board and administrator for their hard work to allow everyone to keep working and implementing proper safety measures during this time.
- Kaiser said he has also been helping at the library as well with their safety devices.
- Faria said we appreciate all of your efforts.
- Kaiser said another issue with COVID is the break in the supply chain. It has been difficult to get quotes for work and getting product in has been a challenge.

Police, Chief Ellen Arcieri

- New administrative assistant, Kendra Brackett
- 2 new officers in full time academy: Christopher Spitalere and Samuel Matos
- Jared Wright-Ward is working part time and will attend the full time academy in January
- Stephen Sforza will begin in November
- We have offered a position to a 7th full timer, pending a background check.
- Bob McConn is part time certified and started with the town last week.
- The renovation is pretty much complete. Arcieri said some furnishings need to be purchased for the meeting room. She requested tables, chairs, a smart TV, and a refrigerator. The board reviewed the quotes provided. Christiansen made a motion, 2nd by Mantegari to approve \$3155.98 out of police impact fees for the items requested.
- Calls are up and staffing will be increased on Halloween and for the election.
- Christiansen said a lot of communities are cancelling Trick or Treat. Mantegari said that poses another problem because those children may flock to other towns. Artimovich said this is an easy solution: don't take your kids if you don't want to, and don't put on your light if you don't want people at your house. Rick Murphy, Emergency Management Director, said kids should not wear 2 masks (face covering coupled with a costume mask). He said that poses a safety risk and may impede their breathing and vision.
- Arcieri said the budget is ok.
- Mantegari said Arcieri has been doing a great job managing the department.

Board of Selectmen
Minutes September 29, 2020

Fire, Chief Joe Bird

- They have started the 12 hour shifts, 7 days a week
- There is a job posting for a per diem firefighter
- The grant for the SCBA's was awarded. Bird is looking at quotes.
- Bird said they are looking into replacing an ambulance next year. The cost would be covered under the ambulance revolving fund.
- Coverage has improved and less missed calls.
- Mantegari suggested putting a message on the website about CO2 detectors. Increased filters may not allow for adequate air flow.

Emergency Management, Rick Murphy

- 1 Seabrook drill before COVID
- He has been attending conference calls for COVID which relays state guidance and executive orders
- The Hazard Mitigation Plan is being updated this year.
- The Local Emergency Operations Plan will be updated next year.
- Mantegari asked if Murphy has heard from the school on revisions to the re-opening plan. Murphy said not a word.
- Mantegari thanked Murphy for getting all of the election supplies and for ramping up and keeping us informed during COVID.

Library, Janice Wiers

- Managed budget well
- Moved from virtual, to curbside, to appointments with curbside and will re-open to capacity in October
- She followed the governors order, advice from Primex, counsel, and the state library association
- Electricity costs are down largely due to the LED project last year
- Working on ADA doors
- Library will be hosting a drive by parade with judging panel
- 62% of the budget is remaining.

Highway

- Up to full staff. Jeff Collins and Caden Blazek-Ahearn are full time
- Budget is in good shape
- Robinson would like to purchase a new laptop and W-Fi
- Salt bids are in
 - Morton: \$50.75/ton
 - Granite State Salt: \$46.75/ton
 - Clement said Robinson recommends staying with Morton to maintain our place on the "list". Switching to a new vendor does not guarantee delivery. Christiansen made a motion, 2nd by Mantegari to sign the bid with Morton Salt. All were in favor.
- Artimovich said truck 2 is causing some issues. It will not start when the engine is hot. Instead of spending more money to fix it, the truck was returned to the shed. It is started cold and left running during a weather event.

Board of Selectmen
Minutes September 29, 2020

This closed the department head meeting.

The price given last week for oil was \$1.78 through Suburban. That was the variable rate. The fixed rate is \$1.975. Hartmann is holding at \$1.88. Do you want to reconsider and stay with Hartmann? Mantegari made a motion, 2nd by Christiansen to reconsider and award the oil bid to Hartmann. All were in favor.

Faria made a motion, 2nd by Christiansen to approve purchase 8 computers with GOFERR funds. All were in favor.

Christiansen made a motion, 2nd by Mantegari to approve an abatement for 40 Forest Lane per Jim Michaud's, contract assessor, recommendation. All were in favor.

Mantegari made a motion, 2nd by Christiansen to approve the public minutes of 09/22/2020 as written. All were in favor.

Mantegari made a motion, 2nd by Christiansen to approve the nonpublic minutes of 09/22/2020 as written. All were in favor.

Mantegari made a motion, 2nd by Christiansen to appoint:

- Wayne Robinson, Road Agent: 3 years
- Joe Bird, Fire Chief: 3 years
- Kristin Patch, Deputy Town Clerk: 1 year. All were in favor.

Clement said the school would like to use the town office to host school board meetings on the 1st Monday of each month through June. They would like to use the video equipment. The only potential conflict is budget committee meetings through February. Clement said the other consideration is staff time for filming and building keys. Artimovich said he had no issue if they wanted to use the building; however, there is no one to run the video equipment. Faria as the BOS rep. to the school board will open the building and lock up.

Christiansen said he would like the road signs given out to those with street's named after them.

At 7:40 pm a motion was made by Mantegari, 2nd by Christiansen to adjourn. All were in favor.

Respectfully submitted,

Karen Clement

Board of Selectmen
Minutes September 29, 2020

WEEKLY TREASURER'S REPORT

DATE: 9/29/2020

Citizens General Fund:

Previous Balance:	18,633.05			
Deposits:	42,303.94			
Payroll:	21,535.16	DD: \$20540.51	CK: \$994.65	
FICA:	5,726.87			
to Impact Fees				
A/P: Regular	\$963,305.26	Co-op: \$699,460*	Swasey: \$205,000*	* Via ACH
void checks				
From MMA	950,000.00			
TO MMA				
Account Balance:	20,369.70			
Interest Earned YTD:	14.59			

MMA:	CD's	
	Unrestricted Balance:	2,664,188.19
	Total Invested Funds	2,664,188.19
	Interest Earned YTD:	24,012.52